



COURTS on-line: Subscriber Change Form

subscriber_change052903

It is the *COURTS on-line* Contact Person's responsibility to advise the Division whenever there has been a change in information pertaining to one of their *COURTS on-line* subscribers. This form can be used to report the following changes: subscriber name, subscriber address, telephone number, e-mail address and electronic filing access level. If your firm's registered address or name has changed, this form should not be used to report the change. The change must be sent to us in writing on company letterhead.

Please indicate the subscriber's name below and any updated information pertaining to that subscriber. If there has been a subscriber name change, please indicate both the old and the new name.

Subscriber Information:

Name
(Required): _____ New Name
(if changed): _____

Firm Name
(Required) _____

Street Address _____

City, State, ZIP _____

Telephone # _____ Fax #: _____ E-Mail Address: _____

ELECTRONIC FILING – Please Select Access Level

BASIC Subscribers will not be able to electronically receive or submit legal pleadings on behalf of the firm. This is the default access level assigned to all subscribers.

LIMITED Law Firms only - Subscribers will be able to receive notices of electronically filed legal pleadings, data enter and save information into pre-formatted templates but they will not be able to electronically file any legal documents.

FULL If Law Firm - this access level will give subscribers full rights to receive and file legal pleadings electronically. If Carriers - this access level will allow you to receive pleadings and to designate respondent counsel electronically.

COURTS on-line Contact Person signature

I am the Contact Person for _____ and am submitting the above changes to the Division
of Workers' Compensation so that they can update their records.

Date _____ Signature X _____

Print Name and Title